

Mas Anwar Sadat

Summary

HR Professional with more than 10 years of work experience in managing the recruitment, compensation & benefit, talent development & performance management within various industry such as **Hospitality Industry (Hotels & F&B sector)**, **Oil & Gas** and **Business Consultancy** is a business partner who has strong leadership with outstanding interpersonal relation skills and keen sense of responsibility.

Typical of adaptive person, energetic, enthusiastic, dynamic and a good listener. Enjoy being part of in managing, motivating, developing an individual person. Discipline in managing and operating the task on timely manner.

Areas of Expertise

Recruitment & Selection (process, planning, budgeting & manning.)

Designing recruitment strategy with cost efficient and promote diversity at workplace. Managing recruitment from management to line member level

- **Compensation & Benefit**

Including Payroll, Final settlement/End of Service benefit. Designing benefit & grading wise and salary range for each position based on the market survey & Prepare budget for new opening businesses

- **Learning and Development**

Designing monthly training calendar according to business and operation needs

- **Talent & Performance Management and Retention**

Designing appreciation award, retention, bonus plan, career succession plan and performance review annually including company's policy & procedures.

- **Employee Relations & People Management**

Handling Grievances & Disciplinary Action including conduct internal investigation, provide coaching and counselling.

- **Reports and Administration**

Prepare and produce monthly turn over report including sickness, absenteeism report, training completion report, payroll cost, hiring cost, separation cost.

Professional Experience

Group HR Manager - April 2022 to Present

Coastal Investment Group and & Coastal Hospitality. Dubai UAE.

HR Manager - March 2021 to March 2022

AKKA Technologies Middle East DMCC. Dubai, UAE.

- *Managing all the HR aspects and operational duties from on boarding to Off boarding including recruitment and people management for UAE, Qatar & Singapore region*

Assistant People & Culture Manager - April 2020 to March 2021

Renaissance Downtown Hotel (franchise by Marriott) and EHG. Dubai, UAE

- *Responsible for recruitment, compensation & benefit, and people management.*

HR Executive – January 2019 to April 2020

Conrad Hotel by Hilton. Dubai, UAE

Cluster HR Executive – April 2016 to January 2019

Accor Hotels, Novotel, Adagio and Ibis Al Barsha

Regional HR Executive – June 2014 to March 2016

PT Indonesia Media Television. Surabaya, Indonesia

Recruitment Officer – September 2013 to May 2014

Doha Petroleum Construction Ltd. Doha, Qatar

Regional HR Supervisor – January 2012 – September 2013

Retaj Hotels & Hospitality. Doha, Qatar

Internship – Management Trainee – February 2009 to February 2010

Shangri-la Barr Al Jissah Resort & Spa, Muscat, Oman



Personal Details

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Indonesian National

Education

Holds Higher Diploma Degree in Hotel & Tourism Management

Certifications & Trainings

- Behavioural Based Interview
- Dedicated to Excellent
- HEARTIST of the month
- TWI Training Program
- IMA QATAR Foundation - Quality of Management System (ISO 9001:2008)
- AHLEI American Hotel & Lodging Educational Institute
- Customer Delight Program Award by Shangri-La Hotel Oman